

# Potawatomi Area Council

## Program Cancellation & Refund Policy

All cancellations requests must be submitted as a **written refund request** to the Council Program Director at least 10 working days before the start of the event. The Potawatomi Area Council Camping Committee will review each situation, as is received, and will try to be as fair as possible as camper registrations are traditionally **NON-REFUNDABLE**.

The Potawatomi Area Council and Camp Long Lake staff encourage UNITS to **transfer registration** to another Scout who is attending. However, if approved, **refunds are rebated to the UNITS's "unit account" at the Council Service Center (if PAC units)**.

**Events that require a "down payment", only the balance is eligible for refund, NOT the "down payment" portion.**

### EXTENUATING CIRCUMSTANCES

- Sickness, injury or family tragedy **BEFORE** camp, resulting in the Scout not attending
  - *must be documented*
    - Notification of Council at least 10 days before camp week 100% refund
    - Notification at check-in during camp week 0% refund
- Sickness, injury or family tragedy **DURING** camp resulting in the Scout being sent home
  - *must be documented*
    - Early part of the week (Sunday-Monday) = 40% refund
    - Mid-week (Tuesday-Wednesday) = 20% refund
    - Late week (Thursday-Friday) = 0% refund
- All other reasons (i.e. baseball tournaments, change in vacation plans, summer school, etc.)
  - Notification of the Council at **least 10 working days BEFORE** scheduled camp week is eligible to receive a 50% refund
  - Notification of the Council **less than 10 working days BEFORE** the scheduled camp week is eligible to receive a 0% refund

Refunds are rebated to the UNIT's "unit account" at the Council Service Center.